

# REA SUGGESTION PROGRAM

Good ideas and suggestions on better ways of doing things help all of us to improve our work and to increase our efficiency and effectiveness. Your contributions toward better management are especially important in this emergency period with the big job that REA has to do. I earnestly want to urge each of you to participate at every opportunity in improving our management practices.

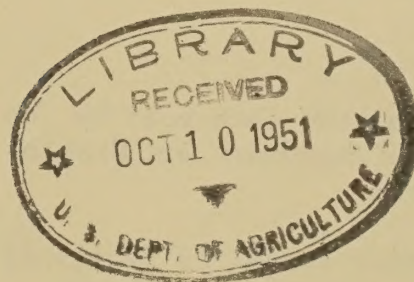
One way you can do this is through our "gripe sessions" held at the annual Headquarters and Field Staff Conferences. Here every employee has the opportunity to discuss the management of the REA program and to offer constructive suggestions for its improvement.

Another way is by taking part in the suggestion program of the agency by sending in your ideas and suggestions on how to do a better job. The type of awards available and how the program operates is explained in this leaflet. You have the opportunity to express your thinking in tangible form, receive credit for your ideas, and also to provide the government with the benefits of your suggestions.

I encourage your active participation in finding ways to improve our operations and to eliminate any unnecessary work.



*Claude B. Wickard*



RURAL ELECTRIFICATION ADMINISTRATION  
U. S. DEPARTMENT OF AGRICULTURE

JUNE (1951)

## TYPES OF AWARDS

Accomplishment and suggestions are considered for one or more of the following awards:

### *Cash Awards for Suggestions*

These range from \$10.00 to \$1,000 for ideas on improvements that fall outside your line of duty, that is, are not apart of the normal requirements of your job.

### *Efficiency Awards*

This is a new type of award designed to encourage every supervisor and employee to contribute to improved management on his own job.

Suggestions on superior accomplishments in connection with your own work, where identifiable savings result, are eligible for an award of up to 25% of the estimated savings and may be made either in cash or in a salary increase of one, two, or three steps.

### *Step-increases for Superior Accomplishment*

A one-step salary increase may be awarded for superior accomplishment which cannot be measured in terms of cash savings.

### *Honor Awards*

These are presented each year by the Department for Superior and Distinguished Service.

Each of the above awards is available to groups as well as individuals.

## HOW THE SUGGESTION PROGRAM OPERATES

New suggestion boxes, like that shown on page one, have been placed at various points throughout REA.

Your suggestions may be submitted in either one of three ways. They may be dropped into these suggestions boxes submitted through your supervisor, or sent directly to Glenn D. Wagner, Executive Secretary to the Efficiency Awards Committee, Room 4024. Field people can send in their ideas either through their offices or directly to the Committee Secretary. They need not be written on any special form although AD-287, "Employee Suggestion", a copy of which is attached, is available for this purpose. To be considered for an award suggestions must be signed.

The Suggestion Program of the Agency is administered through the Efficiency Awards Committee, which has a representative from each division. All suggestions will be acknowledged by the Secretary as soon as they are received. The names of persons submitting them are not made known to the members of the Committee until after suggestions have either been approved or disapproved. Employees will be advised periodically of what progress is being made with their suggestions and will be notified as soon as any action has been taken.

Jot down your ideas and send them in.

## EMPLOYEE



## SUGGESTION

**ATTENTION EMPLOYEES!** See agency instructions on preparation and distribution. Careful preparation will make a better suggestion. Show (1) disadvantages of present method, (2) the proposed method, and (3) advantages and/or estimated savings.

WRITE YOUR SUGGESTION HERE (ATTACH ADDITIONAL INFORMATION, CHARTS, AND SKETCHES IF DESIRED)

ALFRED E. SILVERMAN, Management  
Division

For a suggestion which resulted in a change in the filing system in connection with the approval of land owners sales and transfers of property. Her idea has eliminated over half of the steps that have to be performed, reduced the number of file folders by more than 75%, and eliminated a large backlog of work.

A. STEPHEN LALLY, Management Division  
For 2 suggestions that for the revision of retail rates and CD-3, thereby saving time in preparation, and better understanding.

(REVIEWERS USE REVERSE SIDE)

SUBMITTED BY:

DATE RECEIVED

SUGGESTION NO.

SUGGESTION NO.

(Signature)

(Organization, Division, Section)

(Location)

(Date)

**ATTENTION EMPLOYEES!** Have you questioned *every detail* of your suggestion as to: **WHY** is it necessary? **WHAT** is its purpose? **WHERE** should it be done? **WHO** should do it? **HOW** is the best way to do it?

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SUGGESTION NO.

**COMMENTS AND RECOMMENDATIONS**  
(REVIEWERS USE REVERSE SIDE)

ROUTING		ROUTING	
1.		4.	
2.		5.	
3.		6.	

**SUPERVISORS AND REVIEWING OFFICIALS:** Regardless of action taken, pass this proposal on to your supervisor until it reaches the control level designated in your agency instructions. Indicate below if (1) you have put into effect, (2) you recommend but lack authority to adopt, or (3) you do not recommend. Also provide best estimate possible of annual dollar savings and intangible benefits. Report results of any tests made of the suggestion. Date and initial comments and recommendations set forth below.

1.	<p>1. <i>Efficiency Award</i></p> <p>This is a new type of award designed to encourage every supervisor and employee to contribute to improved management on his own job.</p>	<p>Awards Committee, Room 4004. People can send their ideas through their supervisors to the Committee. Ideas should not be written on job orders, although all ideas should have a copy of them made available for this purpose. Ideas considered for an award should be signed.</p>
2.	<p>2. <i>Suggestion Award</i></p> <p>Suggestions on superior accomplishments in connection with your own work, where identifiable savings result, are eligible for an award of up to 20% of the estimated savings and may be made either in cash or in salary increase of one, two, or three times.</p>	<p>The Suggestion Award is included in the Department of Defense Award System. It is a recognition of ideas which result in savings of money or material.</p>
3.	<p>3. <i>Step Increase for Superior Accomplishments</i></p> <p>A one-step salary increase may be awarded for superior accomplishments which result in savings of money or material.</p>	
4.	<p>4. <i>Honor Awards</i></p> <p>These are presented to individuals or groups for outstanding contributions to the Department for Superior Accomplishments.</p>	

WHILE YOUR SUGGESTION HERE (ATTACH ADDITIONAL INFORMATION, CHARTS, AND SKETCHES IF DESIRED)

Signature of Reviewer (1) the Director, (2) the Assistant Director, and (3) the Supervisor or other authorized official

**ATTENTION EMPLOYEES!** See effect, instructions on distribution and distribution. Certain regulations will make a review suggestion. Show (1) the

6.	<p>EMPLOYEE</p>		<p>SUGGESTION</p>
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## CASH AWARDS FOR SUGGESTIONS

JOHN F. ATKINSON, (*right*) Technical Standards Div., \$10. for his recommendation that the names of those receiving carbon copies be listed on the original of internal office memoranda. This was modified to allow the writer discretion to determine whether or not the list of names should be typed on the original.



L. FRANKLIN JONES, (*below*) Engineering Div., (*Field*) \$20. for a recommendation that all mimeograph letter size paper used by the agency be punched to fit a standard three-ring binder, resulting in savings and increased efficiency.



ELEANOR S. SILBERMAN, Management Division

\$20. for a suggestion which resulted in a change in the filing system in connection with the approval of borrowers sales and transfers of property. Her idea has eliminated over half of the steps that have to be performed, reduced the number of file folders by more than 75%, and eliminated a large backlog of work.

A. STEPHEN LALLY, Management Division \$55. for 2 suggestions that led to the revision of retail rate forms CO-74 and CO-3, thereby saving paper and time in preparation, and promoting better understanding of the data.

ALTA B. HAMLIN, Personnel Division Awarded a Certificate for her idea of showing holidays on leave record forms furnished to employees.

## STEP INCREASES FOR SUPERIOR ACCOMPLISHMENT

The following persons were awarded one-step salary increases during the fiscal year for work meriting special recognition:

DOROTHY M. COOLEY, Accounting & Auditing  
ELMER A. CORUM, Management Div. (Field)  
AGNES R. JOHNSON, Applications & Loans  
EMANUEL NOBLE, Information Services

ARTHUR H. SCHATNER, Applications & Loans  
ALAN C. STAMP, Administrative Services  
WALTER L. WOLFF, Applications & Loans  
BESS M. WOOD, Accounting and Auditing

## HONOR AWARDS

At the Fifth Honor Awards Program of the Department on May 15, 1951, the following three REA employees received the Superior Service Award as a result of meritorious performance and service of unusual value beyond that ordinarily required.

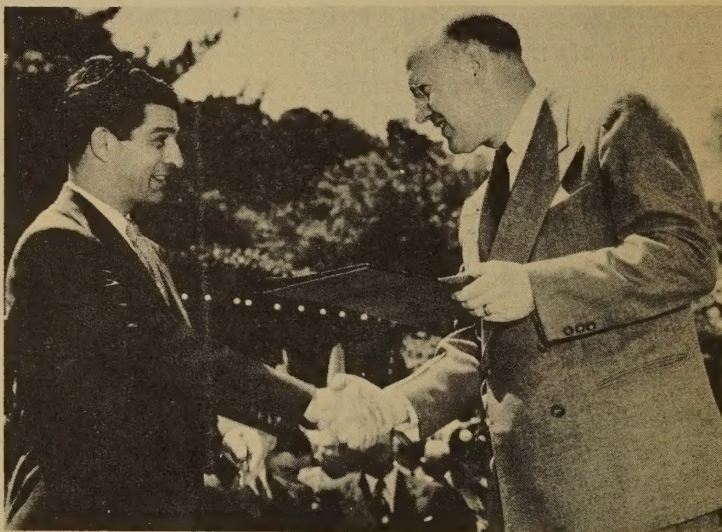
**THOMAS P. BRANCH**, Application and Loans Division.

For developing wiring specifications, wiring inspection programs, and for obtaining National Electrical Code recognition of rural electrical problems for the benefit of rural people.



**ROBERT H. INGRAM**, Information Services Division.

For his effective leadership in developing a specific informational program for strengthening REA borrowers' service to rural people, and for his significant and unusual contribution to the initial phases of the new rural telephone program.



**HARRY V. LITZELFELNER**, Management Div., Field Rep.

For helping rural people achieve efficient and economical electric service by assisting their electric cooperatives in solving complex management problems and developing their own management skills.

